

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes  
January 17, 2016  
North Quincy Branch Library**

**Call to Order:**

The meeting was called to order at 9:12 a.m. by Mr. Griffin.

**Trustees Present:**

William Griffin, May Mayyasi, Corinne Mitchell, Janet DiTullio, Tina Cahill, Diane Costagliola

**Staff Present:**

Director Megan Allen, Assistant Director Clayton Cheever, North Quincy Branch Librarian  
Jessie Thuma

**Approval of Minutes:**

Ms. Cahill moved and Ms. Mitchell seconded that the December 12, 2016 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report:**

Ms. Mitchell moved and Ms. Mayyasi seconded that the January 2017 treasurer's report and trust fund expenditures be approved as submitted. The motion passed unanimously.

**Branch Librarian's Report:**

Ms. Thuma reported on the current state of the North Quincy Branch.

**Director's Report:**

*Staff*

There are several internal candidates for open positions, and interviews will be completed and appointments likely made by the end of January. Then another round of openings, postings, etc., will commence.

*Facilities*

The architects made a final presentation in December regarding a new layout for the North Quincy Branch, and furniture upgrade recommendations. Final revisions will be made, and presentation boards constructed for fundraising purposes, by the end of January.

*Technology*

In December, the Old Colony Library Network upgraded the bandwidth provided to each member library location. This gave TCPL an opportunity to shift branch wireless service from Comcast onto the OCLN network and eliminate the separate branch Comcast networks entirely. At the Main Library, the OCLN bandwidth has been upgraded even more, in order to bring all staff and public desktop computers and the public wifi service into a single network and again

eliminate the separate Comcast networks. These changes will provide both some cost savings as well as higher-speed Internet access at all locations.

The library is finalizing a renewal agreement with KenMark Office Systems that will consolidate and provide efficiencies and cost savings on staff printing, and will bring vended scanning and faxing service to the North Quincy Branch. Current public printing and copying services at other locations will be sustained.

#### *Services & Programs*

Boston Public Library has finished digitizing the Fore River Shipyard and Quincy Mass. Postcard Collections, and the city's annual reports from 1850 to 2008. These collections will soon be available online to the general public.

At the beginning of this fiscal year, the library subscribed to Niche Academy, a service for public libraries that provides short up-to-date online video trainings on digital library services. Trainings can be customized for each library, and can also be created from scratch using Niche Academy tools. The library website now includes a variety of videos to teach patrons how to use resources like Overdrive ebooks and eaudios, hoopladigital streaming services, Zinio emagazines, and Lynda online learning courses.

#### *Other*

The library management team has been developing draft goals and objectives for the new strategic plan, and will be seeking input from the staff at large during the month of February. A draft version of the entire plan should be ready for trustee review beginning in March.

This month, the library launched a new weekly "Crane Whistle" email message to TCPL cardholders. The purpose of this very brief message is to better publicize events and services to a wider audience, beyond the monthly newsletter distribution list and social media followers. The impact has already been significant, with a large turnout for the first winter concert and a higher than usual number of inquiries about this month's literacy volunteer orientations.

#### **TCPL Foundation Liaison's Report:**

Ms. Cahill reported that the Foundation did not meet in December. At the next meeting, the directors will discuss a fundraising plan for the North Quincy Branch furniture upgrade. Ms. Allen will be bringing spending proposals to the board for this fiscal year's grant allocation of \$50,000.

#### **TCPL Friends of the Library Liaison's Report:**

Mr. Cheever reported that the Friends have finalized plans for their annual spring social in April and the annual meeting in May.

#### **Old Business:**

##### *Investment Committee Report*

The December monthly report from Charles Schwab was distributed for review.

*MOU Reviews*

Ms. Cahill moved and Ms. Mitchell seconded that the proposed changes to the MOU between the Friends of the Library and the Board of Library Trustees be approved. The motion passed unanimously. The MOU with the Foundation will be addressed at the February meeting.

*CIP Update*

No update available.

**New Business:**

No new business was brought to the board this month.

**Adjournment:**

The meeting was adjourned at 11:20 a.m. The next regular meeting is scheduled for Monday, February 13, at the Main Library.

Ms. May Mayyasi  
Secretary

**Documents Distributed:**

- Draft of Minutes from December 12, 2016 Trustees Meeting
- January Report on Trust Fund Accounts
- NQ By the Numbers, January 17, 2017
- Literacy Matters Winter 2017 Newsletter
- February 2016 OCLN Legislative Breakfast Invitation
- North Quincy Branch Library Interiors Drawing, January 12, 2016 Revision
- December 31, 2016 Quarterly Report from Charles Schwab